



REQUEST FOR TENDER (RFT)

APPOINTMENT OF SECURITY SERVICES FOR UMSUNDUZI MUSEUM

BIDDER REFERENCE NUMBER : MST 03 OF 2023
ISSUE DATE : Thursday, 27 September 2023
COMPULSORY SITE BRIEFING : Thursday, 12 October 2023 at 10H00
CLOSING DATE AND TIME : Wednesday 25 October 2023 3at 12h00

SUBMISSIONS DELIVERY : uMsunduzi Museum
351 Langalibalele Street
Pietermaritzburg
3201

FOR ATTENTION : Mr Msizi Mfeka
033 394 6834(t)
033 394 6834 (f)
Email: mmfeka@msunduzimuseum.org.za

BIDDER NAME :
BIDDER DETAILS/STAMP :

Initial

Dear Sir/Madam

APPOINTMENT OF SECURITY SERVICES FOR UMSUNDUZI MUSEUM

Kindly furnish the uMsunduzi Museum with a tender for the supply of the services as per attached documents.

The conditions contained in the uMsunduzi Museum's policy documents and all other conditions quoted in this RFT, will apply to your submission.

This RFT, as formulated, contains relevant uMsunduzi Museum's tender documents/forms that must be completed.

Kindly tender by completing the relevant forms and deposit the documents in the tender box at the uMsunduzi Museum's address as specified in page 1 before the closing date and time.

uMsunduzi Museum takes no responsibility for any late tenders, whatever the reason may be.

Yours sincerely

.....

Mr. Msizi Mfeka

Senior Finance Officer: Finance and Administration

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The following documents need to be completed in full: (Please tick on the checklist)

<u>Form No</u>	<u>Document Description</u>
1. SBD 1	Invitation to Bid
2. SBD 3.3	Pricing Schedule
3. SBD 4	Declaration of Interest
4. SBD 6.1	Preference Point Claim Form
5. SBD 7.2	Contract Form: Rendering of Services
6. SBD 8	Declaration of Bidder's past SCM Practices
7. SBD 9	Certificate of Independent Bid Determination

The following documents to be submitted:

1. Proof of tax compliance (tax status pin) / (Certificate).
2. Copy of Central Supplier Database registration (CSD report).
3. Valid BBBEE certificate (Who those whom are BBBEE registered) or Sworn Affidavit.
4. Three references (with names and contact details and museum officials will do site visitation on their offices / control room.
5. Company registration e.g. CIPC, Company Profile and as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.
6. Proof of registration with the Private Security Industry Regulation Authority (PSIRA)
7. Proof of valid certificate for compensation of Occupational injuries and diseases act
8. Certificate /proof for Grade C Guard.
9. Breakdown of quote submitted on company letterhead.
10. Proof of registration and letter of good standing from compensation Commissioner in compliance with COID Act.
11. Certified ID Copy of the Director.
12. Completed and signed SBD6.1 form. Preference Points Claim form for Specific Goals (Attached)
13. 80/20 evaluation criteria will be applicable as per specific goals attached on SBD.6.1
14. Total price must inclusive of VAT

EVALUATION CRITERIA

CRITERIA1: COMULSORY REQUIREMENTS

All compulsory documents to be provided fully completed. Failure to comply /satisfy all mandatory requirements set out in this tender document will results in the disqualification of the bid.

BIDDERS TO NOTE

1. The uMsunduzi Museum reserves the rights not award to the LOWEST bidder.
2. The Museum will conduct a detailed risk assessment prior to the award.
3. Late bids will not be considered.
4. Faxed or e-mailed bids will not accepted
5. Tender is valid for 120 days.
6. Security contracts it for three years.
7. A Service Level Agreement will be required to be signed by security company and uMsunduzi museum

Please see below specifications

SECTION A

Stipulated Requirements

1. Weekdays Guards required per 24 hour shift as below
 - 1.1 Three (3) guards required per 24 hour shift as follows
 - 1.1.1 One (1) day shift guards (grade Cs)
 - 1.1.2 Two (2)night shift guards (grade Cs)
 - 1.2 Weekends and public holiday 4 guards required per 24 hour shift as follows
 - 1.2.1 Two (2) day shift guards (grade Cs)
 - 1.2.2 Two (2) nights shift guards (grade C
(Guards to patrol inside and outside e.g. pavement)
2. The company must have a minimum of three (3) years' experience in providing security services.
3. A 24 hour control room with a direct radio link to the security guards onsite
4. The company guards must have two armed response vehicles situated in Pietermaritzburg.
5. All guards must have a torch , handcuffs, pen, radio linked to control room, and baton at all times
6. Three year contract: please indicate on your company letter head, the price for year one, price for two year and three. Total price for three years as a total bid price, VAT, inclusive.
7. Control room to be based in the uMgungundlovu District and cover \pm 10 KMs radius.
8. The company must provide their grade CPIC Certificate as well as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.
9. Provide the proof address of office and photos of control room.
10. Provide company profile
11. Provide two (2) photos of armed response vehicles
12. Security company vehicles minimum of two (2) attach copies of logbooks or valid lease agreement

SECTION B

INTERNAL SECURITY

The contractor must ensure:

1. Control of visitors awaiting attention, ensuring orderly queue control and giving directions where and when necessary.
2. Record and report irregularities to security Manager, control room and in cases of unrest also to the South African Police Services.
3. Remove or assist with the controlling of unruly visitors, staff members or other persons as instructed by security Manager.
4. Accurately record and verify visitors and private and private equipment on the registers upon entry and exit.
5. Inspect functionality of security equipment inclusive of doors, card readers, door locks etc.
 - 5.1 Control, accurately record movement /removal of museum equipment from the building ensuring correct authorisation have been obtained.
 - 5.2 Keep accurate records (include recording and verification of serial numbers, staff members identity, entry times etc.)
6. Monitor CCTV.

SECTION C

PATROL DUTIES

Security staff patrolling the premises is required to:

1. Patrol a pre –determined route as stipulated by the security Manager and free roving route on the premises hourly during hours of daylight, and hourly during the hours of darkness.
2. Accurately record the patrol findings occurrence Book.
3. Check and report on the following **Compulsory aspects**
 - 3.1 Whether external doors are locked after hours.
 - 3.2 Whether office doors are locked during the day when the office is not occupied.
 - 3.3 Whether external lights are operational and illuminated during hours of darkness
 - 3.4 Whether there are any broken windows and doors, etc.
 - 3.5 Whether vehicle parking areas are illuminated, secured, museum vehicles are secured.
 - 3.6 Any adverse activities that are observed.

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4. Three references (with names and contact details and museum officials will do site visitation on their offices / control room.
5. Company registration e.g. CIPC, Company Profile and as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.
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8. Certificate /proof for Grade C Guard.
9. Breakdown of quote submitted on company letterhead.
10. Proof of registration and letter of good standing from compensation Commissioner in compliance with COID Act.
11. Certified ID Copy of the Director.
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13. 80/20 evaluation criteria will be applicable as per specific goals attached on SBD.6.1
14. Total price must inclusive of VAT

11. The company management must examine the premises and his/her staff on a daily basis, in order to establish whether any problems are being experienced.
12. The service is to be provided 7 days a week, for the entire year (365 days a year).
13. The company management shall supply the uMsunduzi Museum within Security and Risk Management services, on a weekly basis, at least a week in advance, a list of names of the security officers who will be performing duties at the premises that week.
14. The company management must ensure that security officers are on duty timeously and are present at all times for the duration of their shift.
15. The company management must ensure that there are suitable qualified and experienced replacement officers for each shift available within one hour in the event of emergencies, illness etc.

DOCUMENT CHECKLIST FOR BIDDER

Supplier document checklist

Please tick yes / no for the following

Documents	Supplier checklist		For office use only	
	Yes	No	Yes	No
SBD 1				
SBD 3.3				
SBD 4				
SBD 6.1				
SBD 7.2				
SBD 8				
SBD 9				
Proof of tax compliance (Tax Status Pin) / (certificate)				
Valid BBBEE Certificate or Sworn Affidavit				
Copy of Central Supplier Database Registration (CSD Report)				
Company registration e.g. CIPC, Company Profile and as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.				
Certified ID Copy of the Director				
Three references(with names and contact details)				
Breakdown of quote submitted on company letterhead				
Proof of Registration With Private Security Industry Regulation Authority(PSIRA)				
Proof of registration and letter of good standing from compensation Commissioner in compliance with COIDA Act.				
Certified ID Copy of the Director				
Fully signed tender document				

NB: Failure to complete this checklist and the listed documents as listed above will lead to

Initial

disqualification.

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.